

City of Redmond, Washington

Purchasing Division, M/S: CAFIN

15965 NE 85th Street

PO Box 97010

Redmond, WA 98073-9710

Formal Request for Proposal

The City is interested in receiving proposals for implementing and operating a vending machine based food, snack and beverage service for its City Hall campus building, currently under construction, and additional City facilities.

RFP-10062-05/NED

The City of Redmond, Washington requests interested parties to submit sealed bid/proposals for the above referenced Formal Request for Proposal. This RFP is intended for the selection of a vending services company to operate and maintain a vending machine based food, snack and beverage service. Services performed and provided shall be in accordance with Attachment A, "Scope of Work," attached hereto and made a part hereof.

Locations include inside the New City Hall municipal building and six separate locations throughout the City with an option to further expand citywide vending services. Locations are included in Attachment A, "Scope of Work."

Due Date/Time: **04:00 PM (local time), Monday, October 17, 2005.**

The City of Redmond – Purchasing Division must receive bids no later than said date and time. Responses may be faxed, mailed or hand delivered to the City of Redmond, Purchasing Division, MS: CAFIN, 15965 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710, FAX (425) 556-2185.

Bid Requirements:

It is the City's intent to select the proposal which, in the City's opinion, represents the lowest responsible bid having met all identified bid criteria. Terms of this agreement are outlined in this proposal and in the attached Scope of Work.

The City requests all responses provide a detailed and itemized breakdown of:

- Proposed Items to be stocked in the machines and pricing for each vended item
- Proposed Equipment complete with photos or brochures and electrical consumption
- Proposed Service Schedule
- Options for providing refunds
- Contractor's intent to comply with all State statutes regarding blind enterprises licensed by the state and evidence of compliance with State Statutes, if contractor services other Governmental customers.

- A references list (including contact name and telephone number) of at least three (3) recent customer operations of similar scope and size that the City may use to contact.

Additional Response Requirements include:

1. By submitting a proposal, the Contractor agrees to be governed by the terms and conditions set forth in this document. No change or deviation from the terms set forth in this document is permitted without the prior approval of the City.
2. Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. Proposals will be evaluated based upon the information submitted and the quality of the service proposed.
3. After award of the contract, all proposals will be opened to public inspection. Net cost material will not be handled as confidential.
4. The Contractor must bear all costs associated with the preparation of the proposal and of any oral presentation requested by the City.
5. Selected Contractors may be required to meet with City staff to discuss their proposals. If contractors are invited to meet with the City, each firm should be prepared to discuss and substantiate any of the areas of the proposal submitted and other areas of interest relative to its proposal.
6. The Contractor must be able to meet the conditions of the agreement without subcontracting.
7. The Contractor will be required to obtain a City of Redmond business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City.

Term, Renewal & Termination:

The Contractor shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance against the Contractor shall be documented by the City and submitted to the Contractor for corrective action, review and file. Continued poor performance shall be deemed a breach of these specifications and shall be the cause for immediate termination of the contract.

This RFP, as may be amended by mutual agreement of the contracting parties, will be made part of the vending machine contract. The term of this contract shall be for the period of two (2) years with 2 additional 1 year renewal provisions.

The contract may be terminated by either party by giving the other party not less than sixty (60) days written notice of the intention to terminate as of the date specified. If the contract is terminated by the City for any reason, prior to expiration of this term, the Contractor may be asked to continue the operation of the vending machines until a new contractor can be selected provided this period shall not exceed thirty (30) days.

Selection & Award:

This RFP is subject to all state statutes including RCW 74.18.200-230 which gives priority to blind enterprises licensed by the state. The Contractor shall be responsible for ensuring compliance with RCW 74.18.200 – 230 and all other requirements established by the State of Washington.

It is the City's intent to award this purchase to the Contractor who provides the most cost effective and responsible bid that, in the opinion of the City, meets all specification criteria and offers terms and conditions most advantageous to the City. The City will not accept any proposal based on price alone, but will make an award based on the evaluation of factors set forth above. Accordingly, each initial proposal should be submitted on the most favorable and complete operating and technical terms possible.

Upon selection of Contractor, the City will enter into negotiations to establish an agreement for the purchase of these services as specified in the City's scope of work. The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries:

Please direct any questions pertaining to this request to the City agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your proposal.

Neil E. Dickenson, C.P.M.
Purchasing Agent
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